

PRE-EMPLOYMENT SUBSTANCE ABUSE SCREENING

PURPOSE

Protect UCLA Medical Center patients and employees and promote a drug-free work environment in accordance with the *Drug-Free Workplace Act of 1988*.

POLICY

I. Pre-Placement Substance Abuse Screenings

UCLA Medical Center requires pre-placement substance abuse screenings for all new employees in conjunction with the required pre-employment medical examination. Applicants for career, casual, registry, per diem, and contract positions are required to sign a *Consent to Substance Abuse Screening Form* and submit to a substance abuse screening as a condition of employment. A final offer of employment will be contingent upon successful completion of this screening. Applicants who fail or refuse the pre-placement substance abuse screening will not be hired.

II. Substance Abuse Screening

Substance abuse screening involves an assessment for evidence of the use of illegal drugs, the inappropriate use of legal drugs, and the presence of alcohol. Urine or blood is screened for the following seven (7) categories of drugs including amphetamines, barbiturates, benzodiazepines, cannabinoid (THC), cocaine metabolite, opiates, and phencyclidine (PCP). Medical review of all positive results is conducted by a trained medical review officer (MRO). The presence of any illegal substance constitutes a positive substance abuse screen. The presence of any legal substance (except alcohol) for which there is not prescription and/or medical confirmation of need constitutes a positive screen. The presence of an alcohol level of 0.08 mg% or greater constitutes a positive screen.

PROCEDURE

1. All applicants will be notified that positions in UCLA Medical Center require pre-placement substance abuse screening following an employment offer. When an offer of employment is made, substance abuse screening should be scheduled with the occupational health facility as part of the pre-employment physical procedure. Offers of employment will be contingent upon successful completion of the physical and substance abuse screening.
2. All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by UCLA Medical Center as part of this substance abuse screening program are confidential communications. Unless authorized by

- state laws, rules or regulations, UCLA Medical Center will not release such information without a written consent form signed voluntarily by the person screened. Information on substance abuse screening results will not be released in any criminal proceeding unless such information or records are compelled by a court or a professional or occupational licensing board in a related disciplinary proceeding.
3. New hire processing may not be initiated until the substance abuse screening has been completed with satisfactory results. Upon successful completion of the physical and substance abuse screening, the Occupational Health Facility (OHF) will notify the Department Manager that the applicant may be hired. When an applicant substance abuse screen is positive, the laboratory will automatically retest the original specimen before concluding that the test result was positive. An unsatisfactory test result (positive) will require rescission of the conditional offer of employment. The Medical Review Officer (MRO) will notify OHF and the applicant of positive test results. The Occupational Health Facility will also communicate this to the Department Manager. Three calendar days will normally be necessary to process the screening results. A job applicant with a positive test result may be provided with a copy of the test results upon request of the Occupational Health Facility.
 4. Within five (5) working days after receiving notice of a positive confirmed screening, the applicant may submit information to the Medical Review Officer explaining or contesting the screen results. The applicant will be notified in writing if the explanation or challenge is unsatisfactory to UCLA Medical Center. The written notice will be given to the applicant within fifteen (15) calendar days of receipt of the explanation or challenge, and will include why the job applicant explanation is unsatisfactory, along with the report of positive confirmed test results. All such documentation will remain confidential and be retained for at least one (1) year in the Occupational Health Facility.
 5. During the one hundred eighty (180) day period after written notification of a positive test result, the job applicant will be permitted by UCLA Medical Center to have a portion of the specimen retested, at the job applicant's expense. Prospective employees who have failed the post offer substance abuse screening will not be considered for employment with the UCLA Medical Center for one year or until any appeal is resolved. At that time the applicant may reapply and if offered a position will be required to pass another screening procedure. The re-application process will be consistent with the American with Disabilities Act guidelines.

FORMS

None

REFERENCES

UCLA Medical Center Policy – Drug Free Workplace Policy

Federal Drug-Free Workplace Act of 1988. This act mandates that federal contractors and grantees maintain a drug-free workplace with the following requirements:

Require corrective action for convicted employee

Publish a Drug-Free Workplace statement and policy

Establish an ongoing awareness program for employees

Require an employee to inform employer of the drug conviction

Require employer to inform Federal agency of an employee's drug conviction

California Drug-Free Workplace Act of 1990. This act mandates state contractors and grantees to certify that they have a drug-free workplace program in place that includes the following requirements:

Establish a company policy which includes the penalties that may be imposed upon employees for drug abuse violations

Inform employees about the dangers of drugs in the workplace

Provide information about available treatment sources

Notify all employees of the policy

Department of Transportation Regulations of 1991. This regulation requires employers with commercial motor vehicles engaged in transportation to implement a drug-free workplace program for all drivers including the following:

Pre-employment testing

Random testing

Reasonable suspicion testing

Post accident testing

Follow up testing

REVISION HISTORY

Effective Date: January 11, 1999

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Revised Date:

APPROVAL

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APPENDIX A

CONSENT TO SUBSTANCE ABUSE SCREENING

I. _____, consent to submit a urine specimen or blood sample under the direction of medical personnel of UCLA Medical Center. I understand that this specimen or sample will be used for the purpose of conducting a chemical analysis to determine if I have engaged in use of alcohol or illegal drugs. I further give my permission to UCLA Medical Center to release my screening results to any authorized Medical Review Officer and to medical personnel in the UCLA Occupational Health Facility, but to no other person without my further written consent. I understand that this examination is being conducted pursuant to UCLA Policy. I will cooperate fully with UCLA Medical Center and its designated testing personnel in the administering of the drug and alcohol screening.

II. I have/have not (circle appropriate response) taken **ANY** medication and/or drugs of any kind in the past thirty (30) days including:

- Over-the counter medications
- Prescription or other drugs

III. Drugs that I have taken within the past (30) days include:

Brand Name of Drug	Dosage/ Strength Per Day	Date and Time of Dosage	How Many Days Was It Used

Comments/Explanations: _____

I certify that any urine and/or blood specimen or sample given by me belongs to me and is given solely for the purposes of substance abuse screening. I further certify that the above information is correct to the best of my knowledge. I understand that UCLA Medical Center may require me to produce documentation to verify the above information and that my refusal to do so may result in disciplinary action up to and including dismissal from employment.

In consideration of my continued employment, I hereby release and agree to hold UCLA Medical Center and its representatives harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future which may arise from this test. I understand that UCLA Medical Center or any other laboratory selected by UCLA has exclusive control over the method of conducting this test.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE PROVISIONS.

 Employee Signature

 Date

 Witness Signature

 Date

APPENDIX B

PRE-EMPLOYMENT SUBSTANCE ABUSE SCREENING

CUT OFF LEVELS:

DRUG CLASS	INITIAL TEST LEVEL (ng/mL)	CONFIRMATORY TEST LEVEL (ng/mL)
ALCOHOL	.08%	.08%
AMPHETAMINES	1000	500 Methamphetamine - 500 ng/ml With Amphetamine \geq 200 ng/ml
BARBITUATES	300	100
BENZODIAZEPINES	300	100
CANNABINOIDS	50	15
COCAINE	300	150
OPIATES	300	300
PHENCYCLIDINE	25	25

TURNAROUND TIMES:

- A. NEGATIVE RESULTS- 24 – 48 HOURS
- B. POSITIVE RESULTS- 48 – 72 HOURS